

MARION COUNTY COMMISSION OF PUBLIC RECORDS

Minutes, June 22, 2004

Members Present:

Marty Womacks (Auditor)
Wanda Martin (Recorder)
Ginny Francis (Assessor, proxy)
Timothy Fickle (Clerk, proxy)

Others Present:

Mark Mertz (Commission Counsel)
Peter Montgomery (Corporation Counsel)
Judy Flannery (Clerk, Records Management)

The meeting was called to order by Chairman Womacks.

Approval of Minutes: Mr. Fickle moved to accept the minutes of the March 1, 2004. The motion was seconded by Mrs. Martin and unanimously approved.

Marion County Assessor: A request was made to destroy the following records: Non-Profit Exemption forms (1997-1998). Ms. Francis presented the request and further stated that her office had received a letter from the State informing them that the destruction of these records is permitted after the expiration of five years. Counsel Mertz asked if the letter referenced a retention schedule. Ms. Francis believed so, but didn't have the letter in with her. Mr. Mertz stated that if the records were subject to retention schedule, then it would not need approval, but further stated that the Commission's approval wouldn't hurt. Mrs. Martin moved for approval of the request. Mr. Fickle seconded and the motion passed unanimously.

Office of Corporation Counsel: A request was made to destroy the following records: Litigation Files Related to City of Indianapolis Condemnation Cases (1994-2000) and Records of Poor Relief Appeal Decisions (1998-2000). Mr. Montgomery presented the request. He clarified that another individual in his agency submitted the request and was unavailable to attend the meeting. He brought an example of the records to show the board. Mrs. Martin moved for approval and Ms. Parks seconded. The motion passed unanimously.

Marion County Auditor: A request was made to transfer the following records to the State Archives: Bond Registers (1897-1958), Bidder Records (1955-1971), and Encumbrance Ledger (1960). Mrs. Womacks thanked Mrs. Flannery for compiling the request for her office and then stated the request. Mrs. Martin moved for approval and Ms. Francis seconded. The motion passed unanimously.

Marion County Recorder: A request was made to transfer the following records to the State Archives: General Index books (1971-1987) and Misc. Index Records (January 1927 – February 1964). There was also a request to destroy the following records: UCC Ledgers (January 1958 – February 1992). Mrs. Martin stated that the first request had been microfilmed and contacted the State to transfer the records.

She further stated that the second request, regarding the UCC Ledgers, is actually subject to a retention schedule and that the time requirements have been met. Mr. Fickle moved to approve the request. Ms. Parks seconded and the request passed unanimously.

Marion County Clerk: A request was made to transfer the following records to the State Archives: Insanity Records (1931-1957) and Record of the Feeble-Minded (1927-1954). There was also a request to destroy the following documents: Prototype Child Support Checks (1996), Faye Mowery Personal Clerk Files (1986-1990), Bud Gohman Personal Clerk Files (1984). Mrs. Flannery presented the request to the Commission. She stated that the records requesting to be transferred have already gained approval by Rick Applegate at the State Archives. She clarified that the prototype checks were merely demo checks that were created when Marion County Clerk's Office converted to the state child support system. She also briefly discussed the contents of the Faye Mowery personal files. However, she stated she had not looked through the Bud Gohman records. Upon the advice of Mr. Mertz, the Commission amended the request to exclude the Bud Gohman records. Ms. Francis moved for approval and Mrs. Martin seconded. The motion passed unanimously.

There being no further business, Chairman Womacks adjourned the meeting.

Marty Womacks, Chairman

Doris Anne Sadler, Secretary